

# Tennessee Department of Labor and Workforce Development

## Employer's Quick Reference Guide

TDLWD Website: www.tn.gov/labor-wfd/

#### **PURPOSE**

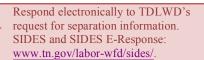
Tennessee Employer's Quick Reference Guide provides a summary of the Handbook for Employers. For full details, see <a href="https://www.tn.gov/labor-wfd/es/Employers/forms/HandbookforEmployers2013.pdf">www.tn.gov/labor-wfd/es/Employers/forms/HandbookforEmployers2013.pdf</a>

#### TN EMPLOYER'S WEBSITE

The TN Employer's Website allows employers to obtain general information; stay informed on the latest information and updates; access the employer handbook, forms, and publications; retrieve electronic Separation Notices; access online applications to fulfill employer responsibilities; subscribe to email notifications.

SIDES and SIDES E-Response

The Source/Jobs4tn.gov



The Source Services for Employers include:

- Recruitment Services
- Education Services
- Labor Market Services

Help with posting Job Orders in the Source, contact the nearest TN Career Center at <a href="https://www.tn.gov/labor-wfd/cc/cccounty.shtml">www.tn.gov/labor-wfd/cc/cccounty.shtml</a>.

Appeals

In order to appeal an agency decision, complete the Appeal of Agency

Decision form and send to our

Agency by mail or fax. See the Web

Site for details, www.tn.gov/laborwfd/Appeals/appeals.shtml

**Employer Newsletter** 



Employers can subscribe to the latest news from TDLWD by emailing \*Jeff.Hentschel@tn.gov.\* Please put Employer Newsletter as the subject.

**Employer Posters** 

Employers are required to post employment laws and other workrelated information in a prominent place where employees have access such as a break room or time-clock area. View the updated state posters at www.tn.gov/labor-wfd/poster.shtml

#### EMPLOYER'S RESPONSIBILITIES

- ✓ Display required state posters.
- ✓ Provide separated employees with separation notice.
- ✓ Respond to agency request for separation information.
- **✓** Remit premium payments timely.
- ✓ Report new hires or rehires within 20 calendar days.
- ✓ Report refusal of work and/or suspected fraud.
- **✓** Keep records for auditing purposes.
- ✓ Notify agency of changes in business contact information (address & phone number) and/or changes in business ownership.

#### **CONTACT US**

#### **Contact Information:**

SIDES E-Response email: sides.helpdesk@tn.gov

# TDLWD Employer's Quick Reference Guide

### **EMPLOYER'S REPORTING**

Fraud	Employers may report someone who is fraudulently collecting unemployment benefits by contacting Benefit Payment Control:  By email: <a href="mailto:Esadmin.fraud@tn.gov">Esadmin.fraud@tn.gov</a> By phone: (615) 741-2606 By fax: (615) 253-5331
Premium and Wage Reporting	Quarterly Premium and Wage reports (Forms LB- 0456 and LB-0851) are required from all employers covered under Tennessee's Unemployment Insurance (UI) law by April 30th, July 31st, October 31st and January 31st. Tennessee offers the following options for Premium and Wage Reporting: • Paper Reporting www.tn.gov/labor- wfd/es/Employers/prem paper1.html • Magnetic Media Wage Reporting Options www.tn.gov/labor- wfd/es/Employers/magnetic.html • Internet https://tdlwd.tn.gov/tnpaws/ • Bulletin Board System www.tn.gov/labor- wfd/es/Employers/eftcoverage.html
Mass Layoffs	A Mass Layoff Notice may be filed in place of the individual Separation Notice (LB-0489) when employees are laid off at the same time due to lack of work. Employers can utilize the <u>APS</u> Internet-Based Program.
Separation Notices	Employers should NOT submit a separation notice to the department prior to a request for separation information:  • Employers can download separation notices online at <a href="https://www.tn.gov/labor-wfd/es/Employers/forms/LB-0489.pdf">www.tn.gov/labor-wfd/es/Employers/forms/LB-0489.pdf</a>
Partial Unemployment	The Automated Partial Claims System (APS) will allow employers to file and maintain partial claims for their employees electronically at https://tdlwd.tn.gov/apsweb/default.aspx
New Hire Reporting	Employers must report their newly hired or rehired employees within 20 days of the date they are hired. See instructions for new hire reporting on the Department of Human Services Web site at <a href="https://newhire-reporting.com/TN-Newhire/default.aspx">https://newhire-reporting.com/TN-Newhire/default.aspx</a> .
E-Verify	Requires employers to obtain lawful resident/employment verification, see the department's Web site for details for complying with the Act, <a href="https://www.tn.gov/labor-wfd/eVerify/">www.tn.gov/labor-wfd/eVerify/</a>

## EMPLOYER'S DIRECTORY

Appeals Tribunal		
Local Phone	(615) 741.8933	
Fax	(615)741-0290	
Benefit Charges		
Local Phone	(615) 741-2223	
Benefit Payment Control		
Local Phone	(615) 741-2606	
Fax	(615) 523-5331	
Dislocated Worker Unit		
Local Phone	(615) 741-1031	
Toll Free	1 (800) 255-5872	
Employer Accounts		
Local Phone	(615) 741-2486	
Toll Free	1 (800) 344-8337	
Labor Market Information		
Local Phone	(615) 741-2284	
Labor Standards		
Local Phone	(615) 741-2858	
The Source/Jobs4tn.gov		
Toll Free	1 (800) 576-3467	
Wage & Premium Reports		
Local Phone	(615) 741-2486	
Toll Free	1 (800) 344-8337	
Workers Compensation		
Local Phone	(615) 741-2395	